

## Application Requirements



**Consultation** with the County Planning staff to review the feasibility of the proposal and to obtain recommended procedures and technical assistance. Applicant is encouraged to contact adjoining property owners to inform them of the proposal.

**Application** must be legible and signed by property owner, contract purchaser, or owner's agent.

**Justification** stating in general terms the change in use of the property, the effect of the changes on the surrounding area, the reasons for the request, the consistency of the request with the Community Plan, and the consistency of the request with the general purposes of the zoning Ordinance and the purpose stated at the beginning of the applicable district regulations.

**Concept Plan** of the proposed project and the **concept plan checklist** must be submitted with the application. Plan must be 8.5" x 11".

**Metes and bounds description** must accompany rezoning and special use permit application.

**Water and sewer application and planimetric maps** must accompany rezoning and special use permit application, if applicable.

**List of adjoining property owners** including owner's names, addresses (mailing address including zip code) and tax map numbers of all adjoining properties and those directly across any public right-of-way must accompany application, including those in adjacent jurisdictions. (Refer to tax records in the County Assessor's office.)

**Application fees** must accompany application and are as follows:

Rezoning – Agri/Single/Two	\$415	+ \$20/acre or portion thereof
Rezoning – Multi-family	\$860	+ \$25/acre or portion thereof
Rezoning – Industrial	\$840	+ \$30/acre or portion thereof
Rezoning – Commercial	\$945	+ \$32/acre or portion thereof
Land Use Plan Amendment	\$710	
Special Use B Landfill	\$1,875	
Special Use B Other	\$40	
Variance	\$190	
Waiver	\$190	
Administrative Appeal	\$275	

In addition, the applicant must pay **legal advertisement fees**. Staff will prepare ad for the applicant and deliver ad to The Roanoke Times. Applicant is responsible for contacting and paying The Roanoke Times for the ad. **If the applicant is a private citizen, not a business, the applicant must set up payment for the ad prior to the deadline date stated on the advertisement notice. If payment is not made to the Roanoke Times prior to the deadline date, the ad will not be run and the application will not be heard at hearing.**

**Public Hearing Notices** must be posted at clearly visible locations along the street frontage or property lines of the subject property. Notices will be issued by Planning & Zoning following receipt of the completed application.

For further information or assistance, please contact:

Department of Community Development - Planning & Zoning  
5204 Bernard Drive, SW P O Box 29800  
Roanoke, VA 24018-0798  
Phone (540) 772-2068 - Fax (540) 772-2108  
E-Mail: [planning@RoanokeCountyVa.gov](mailto:planning@RoanokeCountyVa.gov)

***All required items must be submitted before the application deadline.***



**County of Roanoke  
Community Development  
Planning & Zoning**

5204 Bernard Drive  
P O Box 29800  
Roanoke, VA 24018-0798  
(540) 772-2068 FAX  
776-7155

**For Staff Use Only**

Date received:	Received by:
Application fee:	PC/BZA date:
Placards issued:	BOS date:
Case Number	

**ALL APPLICANTS**

Check type of application filed (check all that apply)

☐ Rezoning    ☐ Special Use    ☐ Variance    ☐ Waiver    ☐ Administrative Appeal

Applicants name/address w/zip

Phone: \_\_\_\_\_  
Work: \_\_\_\_\_  
Cell #: \_\_\_\_\_  
Fax No.: \_\_\_\_\_

Owner's name/address w/zip

Phone #: \_\_\_\_\_  
Work: \_\_\_\_\_  
Fax No. #: \_\_\_\_\_

Property Location

Magisterial District:

Community Planning area:

Tax Map No.:

Existing Zoning:

Size of parcel(s): Acres: \_\_\_\_\_

Existing Land Use:

**REZONING SPECIAL USE PERMITAND WAIVER APPLICANTS (R/S/W)**

Proposed Zoning:  
Proposed Land Use:

Does the parcel meet the minimum lot area, width, and frontage requirements of the requested district?

Yes      No      **IF NO, A VARIANCE IS REQUIRED FIRST.**

Does the parcel meet the minimum criteria for the requested Use Type? Yes      No

**IF NO, A VARIANCE IS REQUIRED FIRST**

If rezoning request, are conditions being proffered with this request?      Yes      No

**VARIANCE, WAIVER AND ADMINISTRATIVE APPEAL APPLICANTS (V/W/AA)**

Variance/Waiver of Section(s) \_\_\_\_\_ of the Roanoke County Zoning Ordinance in order to:

Appeal of Zoning Administrator's decision to \_\_\_\_\_.

Appeal of Interpretation of Section(s): \_\_\_\_\_ of the Roanoke County Zoning Ordinance

Appeal of Interpretation of Zoning Map to \_\_\_\_\_.

Is the application complete? Please check if enclosed. **APPLICATION WILL NOT BE ACCEPTED IF ANY OF THESE ITEMS ARE MISSING OR INCOMPLETE.**

R/S/W V/AA

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Consultation  
Application  
Justification

R/S/W V/AA

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

8 1/2" x 11" concept plan  
Metes and bounds description  
Water and sewer application

R/S/W V/AA

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Application fee  
Proffers, if applicable  
Adjoining property owners

I hereby certify that I am either the owner of the property or the owner's agent or contract purchaser and am acting with the knowledge and consent of the owner.

\_\_\_\_\_ Owner's Signature

## JUSTIFICATION FOR REZONING, SPECIAL USE PERMIT OR WAIVER REQUEST

Applicant \_\_\_\_\_

The Planning Commission will study rezoning, special use permit or waiver requests to determine the need and justification for the change in terms of public health, safety, and general welfare. Please answer the following questions as thoroughly as possible. Use additional space if necessary.

**1. Please explain how the request furthers the purposes of the Roanoke County Ordinance as well as the purpose found at the beginning of the applicable zoning district classification in the Zoning Ordinance.**

**2. Please explain how the project conforms to the general guidelines and policies contained in the Roanoke County Community Plan.**

**3. Please describe the impact(s) of the request on the property itself, the adjoining properties, and the surrounding area, as well as the impacts on public services and facilities, including water/sewer, roads, schools, parks/recreation and fire and rescue.**

## JUSTIFICATION FOR VARIANCE REQUEST

Applicant \_\_\_\_\_

The of Zoning Appeals is required by Section 15.2-2309 of the Code of Virginia to consider the following factors before a variance can be granted. Please read the factors listed below carefully and in your own words, describe how the request meets each factor. If additional space is needed, use additional sheets of paper.

**1. The variance shall not be contrary to the public interest and shall be in harmony with the intended spirit and purpose of the Zoning Ordinance.**

**2. The strict application of the zoning ordinance would produce undue hardship; a hardship that approaches confiscation (as distinguished from a special privilege or convenience) and would prohibit or unreasonably restrict the use of the property.**

**3. The hardship is not shared by other properties in the same zoning district or vicinity. Such hardships should be addressed by the Board of Supervisors as amendments to the Zoning Ordinance.**

**4. The variance will not be of a substantial detriment to the adjacent properties or the character of the district.**

## JUSTIFICATION FOR ADMINISTRATIVE APPEAL REQUEST

Applicant \_\_\_\_\_

Please respond to the following as thoroughly as possible. If additional space is needed, use additional sheets of paper.

### 1. Reasons for appeal:

### 2. Evidence supporting claim:

## CONCEPT PLAN CHECKLIST

A concept plan of the proposed project must be submitted with the application. The concept plan shall graphically depict the land use change, development or variance that is to be considered. Further, the plan shall address any potential land use or design issues arising from the request. In such cases involving rezonings, the applicant may proffer conditions to limit the future use and development of the property and by so doing, correct any deficiencies that may not be manageable by County permitting regulations.

The concept plan should not be confused with the site plan or plot plan that is required prior to the issuance of a building permit. Site plan and building permit procedures ensure compliance with State and County development regulations and may require changes to the initial concept plan. Unless limiting conditions are proffered and accepted in a rezoning or imposed on a special use permit or variance, the concept plan may be altered to the extent permitted by the zoning district and other regulations.

A concept plan is required with all rezoning, special use permit, waiver and variance applications. The plan should be prepared by a professional site planner. The level of detail may vary, depending on the nature of the request. The County Planning Division staff may exempt some of the items or suggest the addition of extra items, but the following are considered minimum:

### ALL APPLICANTS

- ☐ a. Applicant name and name of development
- ☐ b. Date, scale and north arrow
- ☐ c. Lot size in acres or square feet and dimensions
- ☐ d. Location, names of owners and Roanoke County tax map numbers of adjoining properties
- ☐ e. Physical features such as ground cover, natural watercourses, floodplain, etc.
- ☐ f. The zoning and land use of all adjacent properties
- ☐ g. All property lines and easements
- ☐ h. All buildings, existing and proposed, and dimensions, floor area and heights
- ☐ i. Location, widths and names of all existing or platted streets or other public ways within or adjacent to the development
- ☐ j. Dimensions and locations of all driveways, parking spaces and loading spaces

### *Additional information required for REZONING and SPECIAL USE PERMIT APPLICANTS*

- ☐ k. Existing utilities (water, sewer, storm drains) and connections at the site
- ☐ l. Any driveways, entrances/exits, curb openings and crossovers
- ☐ m. Topography map in a suitable scale and contour intervals
- ☐ n. Approximate street grades and site distances at intersections
- ☐ o. Locations of all adjacent fire hydrants
- ☐ p. Any proffered conditions at the site and how they are addressed
- ☐ q. If project is to be phased, please show phase schedule

I certify that all items required in the checklist above are complete.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date



## ***Roanoke County Community Development Division of Planning and Zoning***

### **Roanoke Times Legal Advertisement Fee Information**

**Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

This is to notify you that the Planning and Zoning staff will prepare your legal ad and email it to The Roanoke Times.

Please call The Roanoke Times Legal Department @ (540) 981-3416 to set up payment for the ad prior to the deadline date stated below.

**Payment Deadline Dates:**    **PC:** \_\_\_\_\_

**BOS:** \_\_\_\_\_

**Variance:** \_\_\_\_\_

**Admin. Appeal:** \_\_\_\_\_

***If payment is not made to the Roanoke Times prior to the deadline date, the ad will not be run and the application will not be heard at the hearing.***

## Planning Commission Application Acceptance Procedure

The Roanoke County Planning Commission reserves the right to continue a Rezoning, Subdivision Waiver, Public Street Waiver or Special Use Permit petition if the new or additional information is presented at the public hearing. If it is the opinion of the majority of the Planning Commissioners present at the scheduled public hearing that sufficient time was not available for planning staff and/or an outside referral agency to adequately evaluate and provide written comments and suggestions on the new or additional information prior to the scheduled public hearing then the Planning Commission may vote to continue the petition. This continuance shall allow sufficient time for all necessary reviewing parties to evaluate the new or additional information and provide written comments and suggestions to be included in a written memorandum by planning staff to the Planning Commission. The Planning Commission shall consult with planning staff to determine if a continuance may be warranted.

Name of Petition: \_\_\_\_\_

Petitioner's Signature: \_\_\_\_\_

Date: \_\_\_\_\_





## NOTICE TO APPLICANTS FOR REZONING, SUBDIVISION WAIVER, PUBLIC STREET WAIVER, OR SPECIAL USE PERMIT PETITION

### PLANNING COMMISSION APPLICATION ACCEPTANCE PROCEDURE

The Roanoke County Planning Commission reserves the right to continue a Rezoning, Subdivision Waiver, Public Street Waiver or Special Use Permit petition if new or additional information is presented at the public hearing. If it is the opinion of the majority of the Planning Commissioners present at the scheduled public hearing that sufficient time was not available for planning staff and/or an outside referral agency to adequately evaluate and provide written comments and suggestions on the new or additional information prior to the scheduled public hearing then the Planning Commission may vote to continue the petition. This continuance shall allow sufficient time for all necessary reviewing parties to evaluate the new or additional information and provide written comments and suggestions to be included in a written memorandum by planning staff to the Planning Commission. The Planning Commission shall consult with planning staff to determine if a continuance may be warranted.

### POTENTIAL OF NEED FOR TRAFFIC ANALYSES AND/OR TRAFFIC IMPACT STUDY

The Roanoke County Planning Commission reserves the right to continue a Rezoning, Subdivision Waiver, Public Street Waiver, or Special Use Permit petition if the County Traffic Engineer or staff from the Virginia Department of Transportation requests further traffic analyses and/or a traffic impact study that would be beneficial in making a land use decision (*Note: a list of potential land uses and situations that would necessitate further study is provided as part of this application package*).

This continuance shall allow sufficient time for all necessary reviewing parties to evaluate the required traffic analyses and/or traffic impact study and to provide written comments and/or suggestions to the planning staff and the Planning Commission. If a continuance is warranted, the applicant will be notified of the continuance and the newly scheduled public hearing date.

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Name of Petition

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Petitioner's Signature

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Date



## POTENTIAL OF NEED FOR TRAFFIC ANALYSIS AND/OR TRAFFIC IMPACT STUDY

The following is a list of potentially high traffic-generating land uses and road network situations that could elicit a more detailed analysis of the existing and proposed traffic pertinent to your rezoning, subdivision waiver, public street waiver, or special use permit request. If your request involves one of the items on the ensuing list, we recommend that you meet with a County planner, the County traffic engineer, and/or Virginia Department of Transportation staff to discuss the potential additional traffic related information that may need to be submitted with the application in order to expedite your application process.

*(Note this list is not inclusive and the County staff and VDOT reserve the right to request a traffic study at any time, as deemed necessary.)*

### High Traffic-Generating Land Uses:

- Single-family residential subdivisions, Multi-family residential units, or Apartments with more than 75 dwelling units
- Restaurant (with or without drive-through windows)
- Gas station/Convenience store/Car wash
- Retail shop/Shopping center
- Offices (including: financial institutions, general, medical, etc.)
- Regional public facilities
- Educational/Recreational facilities
- Religious assemblies
- Hotel/Motel
- Golf course
- Hospital/Nursing home/Clinic
- Industrial site/Factory
- Day care center
- Bank
- Non-specific use requests

### Road Network Situations:

- Development adjacent to/with access onto/within 500-ft of intersection of a roadway classified as an arterial road (e.g., Rte 11, 24, 115, 117, 460, 11/460, 220, 221, 419, etc)
- For new phases or changes to a development where a previously submitted traffic study is more than two (2) years old and/or roadway conditions have changed significantly
- When required to evaluate access issues
- Development with ingress/egress on roads planned or scheduled for expansion, widening, improvements, etc. (i.e. on Long Range Transportation Plan, Six-Yr Road Plan, etc.)
- Development in an area where there is a known existing traffic and/or safety problem
- Development would potentially negatively impact existing/planned traffic signal(s)
- Substantial departure from the Community Plan
- Any site that is expected to generate over one hundred (100) trips during the peak hour of the traffic generator or the peak hour on the adjacent streets, or over seven hundred fifty (750) trips in an average day